



November 9, 2011

Dear President Atkin and Members of the Library Board,

This letter is to bring you up to date on activities during the month of October, and to provide a look forward to some of the projects which will be coming up.

Library Services Reports: (Consent Agenda). The September Activity Report is included in your Board Packet. The Expenditure Report is also included, just for clarification, the negative amounts in personnel benefits, long term disability, sick leave, etc., is a result of the pay out for the lay-off of the Executive Assistant; and the extended medical leaves of one of our Library Technicians (who will retired on October 11); and one of our Supervising Librarians.

A random check in October of the computer workstations at the Main Library found one Internet workstation on the second floor, one Internet workstation and the coin op machines on both floors on the first floor out of service. The coin-op machines seem to be having problems—the service people are discovering slugs or foreign coins in the machines. There is not a simple solution other than to retrieve the slugs every time the machine jams, which puts the machine out of service for a day or two.

Main Library Update. The Main Library 5th Birthday is today. Birthday Gift forms are available at all public service desks at the Main Library and at the neighborhood libraries. The display at the Main Library is located at the foot of the stairs and has been drawing a lot of attention. The first of three special programs for the birthday event is November 2, “An Excursion Through Time: a History of the Alameda Free Library” presented by Dennis Evanosky and Eric Kos. Thursday, November 3, will be “Best Books for Children” presented by Walter Mayes, and to wrap up the week, “Magic Dan” will be in the Stafford Room on Saturday, November 5 mystifying the audience with feats of magic. The birthday gift promotion will remain up all month. An album of photographs from the March 1, 2005 Groundbreaking Ceremony and the November 2, 2006 Grand Opening is posted on the Library Facebook page.

The Solar Project will have a close out meeting on November 3. The last piece of the project is to install a weather station on the roof of the library. Currently the weather information on the kiosk is from the Oakland Airport. There are no additional costs to the project.

The computer upgrade went smoothly. This upgrade will not have changes visible to the public but will make the servers compatible with Windows 7 when those upgrades to the ILS are made available.

The Main Library elevator is back in service but continues to have intermittent problems. Public Works has been extremely responsive and is working diligently with DreamRide Elevators to fix the issues. The current list of issues include the doors not closing; continued beeping with open doors until it is manually shut down & powered back up; both front and back doors not opening at the same time; slight hydraulic “jumps” when boarding the elevator; and buttons sticking.

The Main Library seems to have a CPR training company running their classes out of the small group study rooms. The trainer arrives at opening and immediately secures a study room and teaches their class in the study room, within the two-hour time limit. Staff was unaware for a while but frequently students would arrive and ask at the check out desk where the CPR class was being held. Recently staff discovered that the Library name and address were listed on the company web site as a location for their training classes. The City Attorney's Office has been contacted regarding drafting a letter to the business owner asking him to cease using the library as his place of business, and the Finance Department will be contacting him about his lack of a business license.

The status of the request to the Public Works Department regarding a list of items that they maintain for the library buildings is currently unknown. Still waiting, no new information

Neighborhood Libraries Improvement Project (NLIP). Finally, the wrap-up for the NLIP project. With assistance from Noll & Tam, the renovations of the West End Library and the Bay Farm Island Library were submitted, as two separate projects, to Library Journal for inclusion in the December Architectural Issue. The costs for the project were included in the submission, copies of the final submission forms are in the Board Packet.

City Controller Fred Marsh, Supervising Accountant Laura Gwynne (accountant assigned to the library), and Accountant II Carrie Dole (who handles the Capital projects) analyzed all the accounts associated with the construction of the Main Library and the renovation of the two neighborhood libraries to provide the most accurate total of remaining funds. Broadly, the Measure O funding was spent as follows:

\$	53,846.69	FY 08/09
\$	691,462.56	FY 09/10
\$	1,430,170.16	FY 10/11
\$	39,546.30	FY 11/12
\$	2,215,025.71	Total

As of October 19, there is \$583,712 left to spend. All of the Measure O funding is spent, so the balance left is the interest earned. The money can only be spent on Capital projects/items not library operations or collections. The Library Board can decide now or at a future date, how best to spend the remaining balance. Please keep in mind that the Controller has indicated that the purchase of a new Integrated Library System (ILS) would be a qualifying purchase.

California State Budget Reductions to Public Libraries. No new news regarding State funding. The digital storytelling grant that David Hall is working with received good news. The grant cycle is part of FY10-11, which is fully funded, so the library will receive the entire grant award. If it had been in the FY11-12 grant cycle, the funding would not be forthcoming.

Library Web Site. Bad news and good news regarding the Library web site. Shortly after the October Library Board meeting the City launched a survey asking the public their opinions of the current City web site. The survey will be available for about 30 days, from October 17 through November 16. The link to the web site survey was sent via email to all Library Board members and Library Support Groups on October 17. I met with Deputy City Manager Alex Nguyen on October 20 to discuss the Library Board's concerns with the current Library web page and to describe the plan to move most frequently used links to the top of the navigation bar. He totally agrees that the

current page is not user-friendly and his preference would be a simple, clean, design. He asked that library staff not make any changes to the current web page during the survey period. He suggested preparing to make changes after the November 16 end of survey but cautioned that those changes may be short-lived. It is his intent to make wholesale changes to the City web site in the early part of 2012. In the meantime, library staff is submitting their suggested front page web designs to me and we will distill all the ideas into one page.

Strategic Plan Update. It was hoped to have a complete status update ready for the November meeting but that will not be the case. Staffing shortages has effectively consumed staff availability to work on the update. An incomplete, work-in-progress update is included in the Board packet for discussion at the November meeting. The Objectives were not addressed at this time, current status of the Activities are marked. Discussion at the meeting will flesh out the details of the simple "DONE" statements.

Sunshine Ordinance. The City Council passed a new "Sunshine Ordinance" at the November 1 City Council meeting. The goal of this ordinance is to ensure that the citizens of Alameda have timely access to information, opportunities to address the various legislative bodies prior to decisions being made, and easy and timely access to all public records. Much of the ordinance applies to the City Council, many of the items are things that the Library Board already abides by, but there is at least one new addition that will apply to the Library Board. Please look over Section 2-91.14 which will require the Board meetings to be audio recorded and made public on an Internet archive. Currently the audio recording made at the meeting is used to write the draft minutes then deleted and recorded over the following month. Also in the ordinance, though not directly affecting the Library Board is the requirement to have copies of city reports available for review and check out from each library, currently only provided at the Main Library. There will be additional training for staff before this ordinance goes into full effect on February 1, 2012.

Library Foundation. The October 22 concert with Wesla Whitfield and Mike Greensill was another success. The concert was sold out with only a handful of no-shows. Tickets for the February concert at the Alameda Theater featuring Frederica Von Stade and the Cal Young Musicians will be available for purchase at the November 19th Amanda King concert and will also be available at Dewey's Friends Café, Books Inc and online at Brown Paper Tickets on November 20. I will also have tickets for sale. Tickets will be \$60 in advance, \$70 at the door and \$15 for students in grades K to 12.

The Foundation presented the Library with a check in the amount of \$14,306.00. This check represents the library's share of the annual disbursement from the Foundation investments. Per the Foundation Investment and Spending Policy the Library receives 2.5% of the average market value of the investment portfolio over the fiscal year. This gift is almost double the amount received from the Foundation last year. Part of these funds will be used for Alameda Reads (\$2,000 was already received, so \$8,000 more to bring the Foundation donation for their operating budget up to \$10,000) and some will be used to implement a credit card payment system for the libraries. The Library is very grateful for the hard work and generous support received from the Library Foundation.

The next Foundation meeting will be on Monday, November 21 in the Family Study Room at 7:00 p.m.

Friends of the Library. The Fall Used Book Sale was another huge success. The total book sale revenue was \$19,373.55. There appeared to be more helpers than usual during the set-up phase of the sale and a healthy pre-sale to the workers was realized. About 25-30 teachers were at the teacher's sale on Friday afternoon and a reasonable size crowd for the opening at 7:00 p.m.

The Friends approved their budget for the 2012 calendar year. The new budget includes \$10,000 for Alameda Reads for FY12-13.

The next Friends meeting will be on Monday, November 21 in Stafford Room B at 7:30 p.m.

Alameda Reads. Alameda Reads completed a very successful tutor training this month and now has eleven tutors ready to be matched with learners. Literacy Director Sue Mark restructured the training based on surveys from past training sessions. She rewrote previous training materials and developed new materials, focusing the training more strongly on how to develop goal plans. Sue developed new tutor in-take forms so Alameda Reads would have more information about the range of skills and experiences of tutors.

Josephine Cortlett, a past AmeriCorps worker, volunteered her time to design a new postcard for Alameda Reads. This postcard, with a simple and clear design, is targeted to reaching learners. All tutors and learners will help distribute the cards to places they regularly visit in their neighborhoods. This will increase the outreach capacity. Alameda Reads staff is also working on revamping the Alameda Reads website and are using this new "redirect" address: www.alamedareads.com

Alameda Reads is offered a new class, Writing for Me, taught by Jordona Elderts, in October. This small group class is especially useful for newly assessed learners who have not yet been matched with a tutor. Jordona works with learners on identifying and clarifying their literacy and life goals along with practicing basic reading and writing skills. The weekly class is being offered both in the evening and morning. In November, another new class, Writing on the Computer, will be launched. This class will be taught by one of the tutors, Joe Brandt, who is a retired computer scientist. He is volunteering his time to teach this class. The class is based on new software purchased for Alameda Reads called CO-Writer. The software has been loaded on all of the computers in the Computer Lab and all of the computers in the Alameda Reads office. This class will be offered for three weeks in November as a trial, with plans to continue the class in January.

Draft Art Donation Policy. The Art Display Committee is not ready to bring the second draft of the Art Donation Policy forward.

Activities and Events.

November 6-26

Art Exhibit (Stafford Room): Sketches of Alameda & Beyond: David Savellano
Art Exhibit (2nd floor): Exhibition of Paintings: Daniel Camacho & Ernesto Olmos

November 2 History of the Alameda Free Library. 6:30 p.m. Main Library, Stafford Room

November 3 Introduction to Computers. 10:00 a.m. Main Library, Computer Lab (also Nov 10, 17)

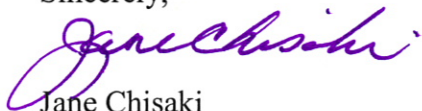
- November 3 French Story Time. 4:00 p.m. Main Library, Felker Programming Room (also Nov 10)
- November 3 Best Books for Children. 7:00 p.m. Main Library, Stafford Room
- November 4 MAC Users Group. 10:00 a.m. Main Library, Stafford Room B (also Nov 18)
- November 5 Spanish Sing-Along. 10:30 a.m. West End Library (also Nov 19)
- November 5 Magic Dan. 2:00 p.m. Main Library, Stafford Room
- November 6 Art Reception: David Savellano. 1:00 p.m. Main Library, Stafford Room
- November 6 Self-Paced Computer Classes. 1:00 p.m. Main Library, Computer Lab (Every Sunday)
- November 7 Intermediate Book Club. 3:30 p.m. Main Library, Felker Programming Room
- November 7 OverDrive Training. 3:00 p.m. Main Library, Computer Lab (Every Monday)
- November 8 Alameda Great Books Club. 7:00 p.m. Main Library, Family Study Room
- November 9 Alameda Free Library Board Meeting. 6:00 p.m. Main Library, Administrative Conference Room.
- November 9 Maharaja-The Splendor of India's Royal Courts. 6:30 p.m. Main Library, Stafford Room
- November 11 ALL LIBRARIES CLOSED in Observance of Veteran's Day
- November 12 Green Thumbs, Green Minds: Terrific Terrariums. 2:00 p.m. Main Library, Patio area
- November 13 Art Reception: Daniel Camacho & Ernesto Olmos. 1:00 p.m. Main Library, Stafford Room
- November 14 Advanced Book Club. 3:30 p.m. Main Library, Felker Programming Room
- November 14 Alameda Library Book Club. 6:30 p.m. Main Library, Family Study Room
- November 15 Paws to Read. 3:45 p.m. Main Library, Felker Programming Room
- November 19 Live@ the Library: Amanda King. 8:00 p.m. Main Library, Stafford Room
- November 21 Beginning Book Club. 3:30 p.m. Main Library, Felker Programming Room
- November 21 Library Foundation Meeting. 7:00 p.m. Main Library, Family Study Room
- November 21 Friends of the Library Meeting. 7:00 p.m. Main Library, Stafford Room B
- November 24 ALL LIBRARIES CLOSED in Observance of the Thanksgiving Holiday

November 25 ALL LIBRARIES CLOSED the day after the Thanksgiving Holiday

November 26 Books to Film: Homer Price Stories. 2:00 p.m. Main Library, Stafford Room

If you have any questions about the items to be considered at the Board meeting, or if you would like to discuss these or any other items, please email me at jchisaki@ci.alameda.ca.us or give me a call at 747-7747. I look forward to seeing you on Wednesday evening.

Sincerely,



Jane Chisaki
Library Director